



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Scott Doubet  
Subject: Technical Vacancy  
Date: September 19, 2006

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, September 20, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 3, 2006**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from permanent IDOT employees only within District Two.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

ET IV

Equipment Technician  
Division of Highways  
Region 2/District 2  
Dixon

Attachments  
31371

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Tuesday, October 3, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from permanent IDOT employees only within District Two.**



## Illinois Department of Transportation

### Position Summary Sheet

An Equal Opportunity Employer

**Classification:** Engineering Technician IV

**Position Title:** Equipment Technician

**Position Number:** PW014-23-52-505-00-02

**Salary Range:** \$3,555 - \$6,655

IPR#: 31371

**Appointee:**

Name \_\_\_\_\_

Salary \_\_\_\_\_

Effective Date \_\_\_\_\_

Office Use Only

**Office/Central Bureau/District:**

Division of Highways / Region 2 / District 2 / Operations / Dixon

**Description Of Duties:**

This position is accountable for the District Two / Bureau of Operations vehicles and equipment, the equipment inventory, and control system.

**Special Qualifications:**

***The following criteria is required:***

- Valid driver's license
- District-wide travel

***The following criteria is desired:***

- Knowledge, skill, and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology.
- Strong oral and written communication skills.

**Remarks:**

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 15, 2006	<b>POSITION:</b>	Equipment Technician
<b>APPROVED BY:</b>	<u>Gregory Mounts</u>	<b>OFFICE/DIVISION:</b>	District 2 - Operations
<b>CODE:</b>	PW014-23-52-505-00-02	<b>REPORTS TO:</b>	Services & Development Technician

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**Position Purpose**

This position is accountable for the District 2 Bureau of Operations' vehicles and equipment, the equipment inventory, and control system.

**Dimensions**

Subordinate Personnel:	1 Permanent
Annual Operation Budget:	\$1 - \$5 Million
Equipment Value:	\$23,056,500
Equipment Inventory:	4,394 pieces
Equipment:	300 trucks, 14 motorized graders, 2 excavators, 1 vactor, 20 end loaders, 140 tractors and mowers, and miscellaneous equipment

**Nature and Scope**

This position reports to the Services and Development Technician, as do the Services Coordinator, the Communications Technician, and the Roadside Development Architect. One subordinate, a Storekeeper, reports to this position.

This position purchases, distributes, and trades equipment. The position also provides an inventory, performs operational inspections, manages the preventive maintenance program, and secures equipment training. The vehicles and equipment are used everyday by over 270 Operations employees working out of 19 team sections. The vehicle and equipment acquisition, delivery, and analysis are essential to support the District's highway maintenance operation. The position also maintains the Operations' equipment budget. This position is unique in that it requires knowledge of new equipment and parts available through various vendors, knowledge of record keeping and procurement procedures, and the ability to coordinate the equipment needs and usage in the Bureau.

Typical problems include monitoring the performance of vehicles and equipment and working with manufacturers and suppliers to correct any problems; determining which vehicles and equipment to trade; and working with the Central Office and suppliers to ensure timely delivery schedules. The greatest challenge of the position is to optimize the use of available fiscal resources to equip the District with the best available tools to accomplish maintenance responsibility economically and efficiently. Continual attention and management of the equipment portions of the Maintenance Management Information System are also required in order to establish equipment utilization standards, costs, and needs.

The incumbent makes recommendations on vehicles and equipment to purchase based on frequent contacts with vendors and suppliers, analysis of past performance, and knowledge of state of the art equipment. The position also maintains the District Operations' equipment inventory; performs an annual inventory of all equipment; requisitions new equipment; and schedules and/or authorizes all the repairs and/or disposition of equipment. Nineteen (19) Operations headquarters directly report equipment repairs to this position on a daily basis, and there is daily coordination with the Operations technical field staff. The incumbent inspects all snowplows and trucks prior to the winter season and tractors and mowers prior to the summer season. The position also schedules the use and maintenance of district-wide equipment, evaluates new equipment, and schedules training on equipment. Purchased equipment is personally checked by the incumbent to assure compliance with State specifications.

The incumbent assists in fulfilling the duties of the "Duty Officer" who responds to all emergency off-hour calls, completes required reports, monitors weather, and reports the weather conditions to field personnel as required.

The position operates within the guidelines established by the Bureau of Operations and the policies and procedures of the Department of Transportation. The position has the freedom to act and to solve job problems within these confines. For those problems which have not had policies established, he/she either makes recommendations to the Services and Development Technician or asks him/her for guidance. This position has the authority to make major decisions regarding ordering parts, routine equipment repairs, and instructing field personnel of the safe and proper use of equipment. The incumbent makes recommendations and arranges for safety improvements to maintenance equipment. The incumbent is responsible for total compliance with the provisions for the IDOT Safety Code Handbook and for cooperating with every aspect of the Department's Employee Safety Program so that operations can be done in a manner which ensures the safety to himself/herself, fellow workers, and the public.

The incumbent has frequent contact with the State Equipment Engineer in coordinating the purchasing and receiving of maintenance equipment and parts. Also, the incumbent has frequent contact with the Department of Central Management Services in assisting them in the proper set-up and servicing of new and old maintenance equipment. He/She works closely with the District Safety Representative to assure compliance with Department rules at all times. This position requires considerable contacts with team section personnel, field engineers and technicians, factory representatives, other State agencies, and the public sector as well. The incumbent is responsible for arranging and coordinating equipment-training sessions to be presented by qualified factory personnel. Out-of-town travel is expected in order to be in attendance at equipment meetings to discuss related equipment problems and solutions, as well as equipment specification recommendations. The incumbent is also called upon to participate in special committees to provide guidance or recommendations in equipment type, usage or policy.

Effectiveness of this position can be measured by: 1) the condition and adequacy of vehicles and equipment; 2) the timeliness of procurement and allocation of equipment; and 3) accuracy of the equipment inventory.

### **Principal Accountabilities**

1. Assure timely procurement and disposal of equipment/vehicles to meet district needs.
2. Evaluating new equipment available on market and making purchase recommendations.
3. Maintains equipment replacement schedule and recommends purchase based upon age, condition, repair history, new initiatives, and budget constraints.
4. Performs the duties of the "Duty Officer" as directed by supervision.
5. Supervises performance of an annual physical inventory and maintains a perpetual inventory through use of the MMIS system.
6. Responsible for an effective preventive maintenance program.
7. Performs equipment safety inspection and ensures that safety improvements are made, along with operator training of unique equipment.
8. Accountable for approval, scheduling, and budgetary control of all major equipment repairs, including procurement of repair parts and supplies.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.